

## School Test Security Plan Addendum Calendar Year 2025-2026

**I. Describe in detail any changes in test security procedures/processes that were not included in your original test security plan when it was initially approved.**

School District: Jackson County School District School: St. Martin Upper Elementary

Address: 11000 Yellowjacket Road City: Ocean Springs, State: Mississippi Zip: 39564

**Description of changes:**

**Hearing Aids Accommodation:**

Pre-Testing Procedures

- IEP/504 Documentation: Ensure the student's need for a hearing aid or assistive technology is officially documented in their IEP, LSP, or 504 plan.
- Prohibition of Secondary Devices: Stipulate that while the hearing aid is allowed, any external control devices (e.g., smartphones, tablets, or dedicated remotes) are strictly prohibited and must be collected before testing begins.
- Monitor the student at all times to ensure no unauthorized streaming or recording occurs.

Secure Room Procedures

- Electronic Device Restrictions: Remote-control devices for hearing aids (including cell phones used as remotes) are prohibited in the testing room unless specifically approved as a unique accommodation.
- Preferential Seating: Students may be seated at the front of the room or facing the Test Administrator (TA) to better hear or lip-read verbal instructions.
- The Test Administrator will note the presence of the assistive technology on the Seating Chart and monitor the student for unauthorized communication.
- Monitoring: The student must be monitored at all times to ensure the hearing aid is not being used as an unauthorized communication or recording device.

Security Maintenance

- Staff Documentation: All personnel present in the room must be documented to maintain the chain of custody and security integrity.
- Confidentiality: Professional staff, including educational interpreters, must maintain student confidentiality regarding their disability and testing needs.

**II. If your district experienced changes in key personnel who are listed in your school test security plan since the plan's initial approval, you must make appropriate changes to the signature page of your test security plan. Note: Signatures must be handwritten.**

**Dr. Tanya Sonnier**

*Tanya Sonnier* 3-13-26

**District Test Coordinator (Print Name)**

**Signature**

**Date**

**Dr. David Lapointe**

*David Lapointe*

3/13/26

**Principal (Print Name)**

**Signature**

**Date**

**Katrina Rutland**

*Katrina Rutland*

3/13/26

**School Test Coordinator (Print Name)**

**Signature**

**Date**